



Capital Planning Committee

Capital Plan for FY2022 (July 1, 2021 – June 30, 2022)
5-Year Plan for FY2022 – FY2026

Date: Thursday, November 4, 2021
Time: 5:00pm-7:00pm
Location: Zoom Meeting

Minutes

Attendance: Joseph Barr,
Ida Cody,
Kate Leary,
Kate Loosian (absent from 6:00pm to 6:15pm),
Phyllis Marshall,
Michael Mason
Chris Moore,
Sandy Pooler,
Jon Wallach,
Julie Wayman, Management Analyst,
Timur Kaya Yontar.

Not in attendance: None.

Meeting Opened: Mr. Yontar called the meeting to order at 5:03pm.

Approval of Minutes: The minutes from the October 21, 2021 meeting were reviewed and approved by the following vote:

Joseph Barr: Yes,
Ida Cody: Yes,
Kate Leary: Yes,
Kate Loosian (made motion to approve): Yes,
Phyllis Marshall: Yes,
Michael Mason: Yes,
Chris Moore (seconded motion to approve): Yes
Sandy Pooler: Yes,
Jon Wallach: Yes,

Timur Kaya Yontar: Yes.

Administrative Tasks: Mr. Yontar noted that the Committee will discuss the Department of Public Works capital requests at the next meeting and can then move on to beginning to prioritize requests and fill in the details of the FY23 capital budget and the five-year capital plan. He also reminded Committee members to fill in the prioritization spreadsheet for the requests that have already been reviewed.

Review of Capital Requests

Purchasing: Ms. Cody presented the capital requests from the Purchasing Department. The following item generated discussion:

- **#98-Photocopier Replacement Program (#98):** The increase in costs is due to adding three departments that had not been included in the program before. A question was asked about whether there will be copier due to people using less paper after working remotely, but it's not yet clear how this will work out in the long run. A question was also asked about whether the Arlington Public Schools copiers are managed the same way, but Mr. Mason indicated they handle their copiers differently because they are used much more heavily.

No sweeps are proposed for the Purchasing Department

Information Technology: Ms. Cody presented the capital requests from the Information Technology (IT) Department. She noted that these requests were generally entered before the new IT Director, Patricia Sheppard, started in her position, so she is still making some changes to the requests based on her priorities. The following items had suggested changes or generated discussion:

- **#36-Conference Room Presentation Technology Program:** After a question, Ms. Cody clarified that IT will be using money from previous years to make up the difference between the current capital requests and the stated cost estimate.
- **#39-School Replacement Academic PCs District Wide:** The original FY27 number was a typo (should be \$600,000 not \$60,000). A question was raised as to why the cost increases in the out years are so high. This is partly due to inflation but also due to an increase in the number of student devices that has resulted from COVID-19 needs and the move to a 1:1 student to computer ratio. These were initially paid for by outside funds, but in the future, the Town will need to replace them using our own funds. Mr. Mason also clarified that computers are generally given back at the end of each academic year and then students are reissued a new device at the beginning of the next year. The request does include licensing related to the hardware, but not the software that is installed on the computers.
- **#40-School Software Licensing:** Committee members requested more information on why the escalation on this item is high in the out years of the plan. There was also a discussion about whether this should be shifted to an operating budget expense.
- **#42-Town Software Upgrades and Standardization:** This request includes upgrades to Microsoft 365, as well as MUNIS upgrades/improvements.

Arlington Public Schools: Ms. Cody and Ms. Loosian presented the capital requests from Arlington Public Schools (APS), with significant assistance from Mr. Mason. They mentioned that Facilities Director Greg Walters has been working with Mr. Mason on making capital cost estimates for APS facilities projects more reliable and more predictable. The following items had suggested changes or generated discussion:

- #119-All Schools Ceiling Tile Replacement: A question was raised about whether this is just aesthetic, or whether it's also safety. The Subcommittee clarified that it is both, due to danger of ceiling tiles falling and potentially injuring someone.
- #120-All Schools Energy Efficiency Projects: A question was asked about what happens after FY25 when the request ends. The Subcommittee clarified that this is lighting retrofits, not every energy efficiency project that is possible, and suggested that the name of the projects should probably be changed.
- #122-All Schools Painting: This is a continuous need, so this request will continue indefinitely. Committee member clarified that this is capital eligible, even though the painting is happening on a fairly frequent cycle (which seems justified based on the wear and tear on school buildings).
- #124-All Schools Security Updates: Mr. Mason clarified that the maintenance aspect of this request is for replacement of equipment, not the service contract.
- #125-All Schools Window Washing: The Subcommittee recommends removing this item because it is not a capital expense.
- #126-Bishop School Envelope: A question was raised as to whether this is the result from the engineering study that was funded in FY22, and the Subcommittee clarified that this is a separate study.
- #127-Bishop School Roof Replacement: The Committee discussed the potential to install solar panels on the roof, and the connection with the type of roofing material (slate vs. asphalt), since solar panels would require an asphalt roof, which is also cheaper. The Subcommittee is recommending moving this request to FY24 to give APS and Facilities the time to figure out this solar panel and roofing material question, and Facilities has indicated that they don't see a problem with delaying this project by a year. After discussion of various issues, the Committee ultimately agreed with the recommendation to move the request at the current budget to FY24, to give APS and Facilities an opportunity to further refine the request. Mr. Barr also asked about whether the solar panels will lead to a capital request, but Mr. Mason said it may not since other funding may be available.
- #128-Bishop School RTU/EMS Upgrades: Mr. Wallach asked whether we should have placeholders like this, to use before we have a more precise number. The Committee discussed the pros and cons of these types of placeholders but ultimately decided that it seems better to have a placeholder than no number at all.
- #129-Brackett School Playground Renovation: A comment was made indicating that it would be good to be clear about how much of the cost is to replace what is currently there as compared to what is expansion of functionality (this is a general comment about playground projects). The Subcommittee clarified that the purpose of the \$80,000 request in FY23 is to do a more detailed design, which will help us understand what is replacement of existing and what is new functionality.

- #134-Facilities Custodial Equipment and #135-Facilities Maintenance Equipment: The Committee discussed whether these items are eligible for capital funding. After the discussion, the Committee suggested keeping the FY23 requests as submitted, but asked that Mr. Mason and Mr. Walters reconsider and refine the FY24-FY27 requests to ensure that they comply with capital eligibility requirements.
- #138: Gibbs School Drainage Repairs: Mr. Mason noted that this is an urgent need that must be addressed in FY23, and clarified that this number is not a placeholder (as was stated in the report).

In addition to the specific requests discussed above, the Subcommittee noted that all of the out-year HVAC upgrades are placeholders pending the results of the ongoing engineering study that was funded in FY22.

The Committee discussed the capital needs at the Stratton School playground, which is basically shut down with no alternative playground available. Mr. Mason mentioned that it may be necessary to move this playground renovation up in the priorities, particularly if American Rescue Plan Act (ARPA) funds can't be spent on this. Sandy noted that the Recreation Commission is reviewing recommendations for spending ARPA funds on playgrounds, but it's not clear exactly how that will move forward.

In addition to the sweeps noted on the Subcommittee report, questions were raised about the outstanding balances in the Ottoson School Partial Roof Replacement (which is not urgent because the funds were not borrowed) and the Dallin School Chiller (for which the funds were borrowed). The Subcommittee indicated that they will ask for more information about these prior year balances.

At the end of the discussion, Mr. Yontar noted that the sweeps for the Planning and Community Development Department and the Arlington Redevelopment Board will be discussed at the next meeting.

New Business: There was no new business for discussion.

Motion to Conditionally Approve Requests: The Committee conditionally approved all the requests discussed during the meeting, by the following vote:

Joseph Barr: Yes,
 Ida Cody: Yes,
 Kate Leary: Yes,
 Kate Loosian: Yes,
 Phyllis Marshall: Yes,
 Michael Mason: Yes,
 Chris Moore (made motion to approve): Yes,
 Sandy Pooler: Yes,
 Jon Wallach (seconded motion to approve): Yes,
 Timur Kaya Yontar: Yes.

Meeting Adjournment: The meeting adjourned at 7:04pm, based on the following vote:

Joseph Barr: Yes,
Ida Cody: Yes,
Kate Leary: Yes,
Kate Loosian (made motion to approve): Yes,
Phyllis Marshall: Yes,
Michael Mason: Yes,
Chris Moore (seconded motion to approve): Yes,
Sandy Pooler: Yes,
Jon Wallach: Yes,
Timur Kaya Yontar: Yes.